



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

CH-06-135

OPENING DATE

September 22, 2006

CLOSING DATE

October 4, 2006

POSITION

PHARMACY TECHNICIAN

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, PHARMACY DEPT., CHINLE, AZ

DUTY STATION: TSAILE HEALTH CENTER, TSAILE, AZ

GRADE/SALARY

GS-0661-06, \$31,601 - \$41,080 PER ANNUM;

GS-0661-05, \$28,349 - \$36,856 PER ANNUM;

GS-0661-04, \$25,338 - \$32,944 PER ANNUM;

GS-0661-03, \$22,572 - \$29,346 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY (062002)

APPOINTMENT

● PERMANENT

TEMPORARY

NTE: \_\_\_\_\_

WORK SCHEDULE

● FULL-TIME

PART TIME

INTERMITTENT

AREA OF CONSIDERATION

● COMMUTING AREA

NAVAJO AREA WIDE

IHS WIDE

DHHS WIDE

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE YEAR PROBATION

● NO

PROMOTIONAL POTENTIAL

● YES, TO GRADE GS-06

NO KNOWN POTENTIAL

HOUSING

YES, GOVERNMENT HOUSING AVAILABLE

● PRIVATE HOUSING ONLY

TRAVEL/MOVING

MAYBE PAID FOR ELIGIBLE EMPLOYEES

● NO EXPENSES PAID

**DUTIES:** Incumbent performs the basic technical processes entailed in dispensing prescriptions which include a basic review of the chart to determine appropriate patient and number of medications including quantities to be dispensed and whether dosages are within acceptable ranges based on patient age and weight, entry of data into computer accurately for proper prescription labels. Verifies identity of patient, reviews all medications with patient using the IHS consultation method to include proper dose, directions for use, potential adverse reactions, side effects, expected outcomes drug-drug or drug-food interactions as appropriate for that patient. Provides patient education in the private patient consultation room as appropriate and includes consultation of patient using these drugs for the first time or on a chronic basis. Patients may be from pediatric through the geriatric ages and seeks guidance on unique patient problems or questions from the pharmacist as appropriate. Participates in designed outgoing quality improvement activities in the pharmacy department as required by the Joint Commission on Accreditation of Health Care Organizations, which includes participation in organized staff meetings and continuing education programs. Performs independent monthly inspections of all drug storage areas within the facility whether in pharmacy areas, inpatient areas or ambulatory areas including review of the cardiac arrest carts to verify that adequate stocks are on hand, storage conditions meet specifications and that drugs are within expiration dates including the correction of any problems found. Prepares sterile solutions in the pharmacy. Interprets the doctors orders, obtains necessary ingredients, measures and mixes ingredients to prepare intravenous additives, prepares the label and places it on the final container while maintaining all records of process including lot numbers and quantities of ingredients and supplies the product for delivery. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT 



**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATION:** Candidates must have had 26 weeks of general experience to qualify for the GS-03 grade level; 52 weeks of specialized experience to qualify for the GS-04 grade level; 52 weeks of specialized experience equivalent to at least the GS-04 grade level to qualify for the GS-05 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 grade level to qualify for the GS-06 grade level.

**GENERAL EXPERIENCE:** Any type of work that demonstrates the applicant's ability to perform the work of the position, or experience that provided a familiarity with the subject matter or processes of the broad subject area of the position.

**SPECIALIZED EXPERIENCE:** Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories. Experience must have provided a basic knowledge of:

- Pharmaceutical nomenclature;
- Characteristics, strengths and dosage forms of pharmaceuticals;
- Pharmaceutical systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** *For GS-03*, one year above high school with courses related to the occupation. *For GS-04*, successful completion of 2 years of study in pharmacy or pharmacy technology that included at least 12 semester hours in courses in the care, storage, distribution, and preparation of pharmaceuticals, and appropriate laboratory work. *For GS-05*: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses. Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 grade level. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-05 level to qualify for the GS-06 level.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0661 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

**WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
  - A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.
  - OR
  - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE POSITION.**
2. **ABILITY TO COMMUNICATE EFFECTIVELY WITH VARIOUS INDIVIDUALS AND GROUPS IN WRITING OR ORALLY.**
3. **ABILITY TO OPERATE AUTOMATION EQUIPMENT.**
4. **ABILITY TO PLAN, ORGANIZE WORK, WORK INDEPENDENTLY AND HANDLE STRESSFUL SITUATIONS.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

**NOTE: Form OF-306 "Declaration for Federal Employment", AND Addendum to OF-306 (Child Care & Indian Child Care Worker Positions), BOTH forms** completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

***"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"***

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume; or OR
3. \*\*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**All applicants claiming Indian Preference MUST submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432** (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);

10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** APPLICANTS WHO DO NOT SUBMIT THE INFORMATION REQUESTED ABOVE WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN'S PREFERENCE DETERMINATION, EDUCATION, TRAINING AND/OR EXPERIENCE.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

**FOR MORE INFORMATION CONTACT:** Christina Bitsilly, Human Resources Specialist, (928) 674-7032 or email: [Christina.Bitsilly@ihs.gov](mailto:Christina.Bitsilly@ihs.gov).

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCES CLEARANCE	DATE
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**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-06-135. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.**

**SUPPLEMENTAL QUESTIONNAIRE  
PHARMACY TECHNICIAN, GS-661-3/4/5/6**

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE POSITION.** This is the ability to apply the aspects of pharmaceutical compounding, prepackaging, dispensing, labeling and filling of pharmacy requisitions. Ability to read and comprehend written prescriptions, mathematical functions and directions for compounding and preparing intravenous preparations while adhering to aseptic techniques. Ability to assist with inventory management by maintaining and ordering supplies. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO COMMUNICATE EFFECTIVELY WITH VARIOUS INDIVIDUALS AND GROUPS IN WRITING OR ORALLY.** The person in this position should possess this ability to establish and maintain positive interpersonal relations utilizing tact, diplomacy and mature professional judgment while communicating verbally and in writing with patients, employees and health care providers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO OPERATE AUTOMATION EQUIPMENT.** Moderate typing skills will be required to perform functions relating to prescription entry, label generation for prepacking and other functions as required. This includes the ability to operate automatic tablet counters and other automation equipment as needed. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO PLAN, ORGANIZE WORK, WORK INDEPENDENTLY AND HANDLE STRESSFUL SITUATIONS.** This is the ability to accomplish assignments by planning and organizing; ability to work under changing conditions, meet deadlines and prioritize assignments, work independently and seek guidance when necessary. This also includes the ability to maintain composure and perform duties effectively when handling difficult or angry customers, responding to emergency or disaster situations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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C E R T I F I C A T I O N

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE